

Human Resources Division Classification Project – Phase One Response Template

Series: _____

Agency Reviewer: _____

Please provide feedback on whether the information contained in this specification is accurate and any suggestions for revisions you may have.

Thank you for your assistance.

I. Distinguishing Characteristics:

The purpose of this section is to provide a high-level summary of the overall duties and responsibilities of the specification. This section provides for an opportunity to summarize and highlight the distinguishing characteristics between levels.

Comments: _____

II. Supervision Received:

This section provides brief details and examples on the level of supervision the incumbent receives and also provides for an opportunity to distinguish between levels within the series. The following guidelines were used to define the degree of supervision:

- **Close Supervision:** Involves the greatest amount of supervision and control; implies that an incumbent's work is reviewed and checked frequently; incumbent should recognize instances that are out of the ordinary and get advice or further instructions.
- **General Supervision:** Involves a general control, not intimately bearing upon the details of the incumbent's work; incumbent is free from control or oversight while working and should solve most problems and details, except those of an unusual nature that come up during the work; work is usually reviewed upon completion for adequacy and compliance with instructions.
- **Functional Direction:** Involves no direct supervision (no formal reporting relationship); implies that incumbents receive instructions, advice, and guidance or delegated tasks; work is reviewed (informally) upon completion by the person who assigned it.

Standard language provided by the Hay Group has been used in this section and was modified as appropriate for each series. The revised specifications will not indicate the specific job title of an incumbent's supervisor (s).

Comments: _____

III. Supervision Exercised:

This section provides brief details and an example on the level of supervision exercised by the incumbent and also provides for an opportunity to distinguish between levels within the series. Not all incumbents in the same level necessarily exercise supervision/direction over others. If this is the case, two statements have been provided to capture this appropriately. The following guidelines were used to define the degree of supervision:

- **Direct Supervision:** Involves a direct reporting relationship; not through an intermediate level supervisor.
- **Indirect Supervision:** Involves an indirect reporting relationship; supervision is provided through an intermediate level supervisor (this type of supervision will only be found in higher levels or for those who supervise other supervisors).
- **Functional Direction:** Involves no formal reporting relationship; implies that incumbents give instructions, advice, guidelines or delegated tasks; informally review work upon completion.
- **Functional Guidance:** Involves no formal reporting relationship; implies that incumbents provide guidance, mentoring and some functional instructions (ie: how to do things, mentoring); incumbents do not delegate or assign tasks.

Standard language provided by the Hay Group has been used in this section and was modified as appropriate for each series. The revised specifications will not indicate the specific number of employees supervised.

Comments: _____

IV. Essential Functions:

The purpose of this section is to provide high-level functional statements based on the overall duties and responsibilities of the job. The model developed by the Hay Group advises that the specification should accurately reflect 80% of the duties performed by 80% of the incumbents in the series. The functions listed are not and should not be specific task statements; instead, the focus is on high-level duty statements. HRD has also followed the Hay Groups guidance and has limited the number of essential functions to eight. Please note if there is more than one level in the series, the Essential Functions' section is cumulative.

Comments: _____

V. Knowledge, Education and Experience:

The purpose of this section is to describe the minimum experience and education requirements at the time of hire. In many instances, the minimum entrance requirements have remained the same; however, there are certain specifications in which the information gathered during the sessions led to a change in the entrance requirements. Please note, if there is more than one level in the series, the Knowledge, Education and Experience section is cumulative.

Comments: _____

